



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation of India .  
Eastern Zonal Office , OS Dept . ,  
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**EMPANELMENT OF TRAVEL AGENTS FOR THE PURPOSE OF LTC (LIC employees only)**

**ANNEXURE -A**

**TERMS AND CONDITIONS**

1. The Travel Agency should have a presence in Kolkata in the form of a functional Office .
2. The Travel Agency should have valid Trade Licence and approval from the Competent Authority .
3. Minimum Annual Turnover should be Rs.50 (Fifty ) Lakhs in any three best years out of last five years from 2020-21 to 2024-25 , ( CA Certificate regarding Annual turnover should be Attached ) .
4. The agency should have website of their own .
5. Railways/ Flight Tickets are to be purchased within next available booking date after receipt of booking request from the employees for the tour package . proper booking/ Contract from should be issued to the employees at the time of taking advance , if any , wherein total Tour cost etc. Should be mentioned clearly .
6. The Travel Agency must issue printed money receipts of total expenditure showing separately the break up of Amount charged for (a) Journey , (b) Other charges , if any etc .
7. Photocopy of Train *Flight* tickets which must clearly legibly show Ticket No/ PNR No number should be provided to the employee. Tour certificate need to be provided in a separate letter head of the Travel Agency mentioning (i) Name of persons travelled & their ages (ii) Journeys performed with date and time of arrival & departure from "point to point" basis with distances (in Kms.) in between, (iii) Mode of transport with Vehicle number (iv) List of total passengers & fare charged for each journey per person for adult & children separately.
8. No deviation from scheduled tour programme as agreed upon between employee and travel agency will be allowed without prior approval of the employee.
9. Final Bill with requisite documents (viz. Vehicle registration certificate, route permit, list of passengers etc.) should be handed over to the employee within 2 days of completion of tour.
10. The travel Agencies should maintain records at their end and should agree to produce the same within called for verification. The Logbook maintained by

Travel Agencies should contain i) Opening/closing milo meter reading (ii) Station to station mileage (iii) Registration No. Of vehicle used (iv) Nos. Of persons travelled (v) Driver's name (vi) Make & Model of the cab/bus (vii) Seating capacity of the vehicle (viii) Charges per Kilometer.

11. The employees who avail services of the Travel Agencies will be responsible for payment to the Travel Agencies. LIC of India will not be held responsible for any payment due from the employees. Further, LIC does not guarantee any business to the empanelled vendors.

12. The final empanelled of Travel Agencies will come in to effect only after LIC issues offer letter and the same is accepted by the Travel Agency.

13. Travel Agencies should keep in mind the above Terms and Conditions while arranging tours for LIC employees on LTC , so that the employees do not face any difficulty in getting their claims settled. In the event of any dispute arising out of LTC bills (both for advance & reimbursement) caused by improper/non performance on the part of the Travel Agencies, LIC may consider black-listing / debarment of The Travel Agency across all offices, if the fault is established to be on the part of the Travel Agencies.

14. The successful Agencies have to provide security Deposit in the form of a bank guarantee of Rs.50,000 (Fifty Thousand only) for the contract period, from any nationalised bank. LIC reserves the right to enforce the guarantee in case the agency fails to comply any of its obligations as per the contract or tender documents. No interest will be paid on security deposit.

The Bank guarantee will be released only month after completion of the contact period, subject to deduction if any as per contract.

15. The Zonal Manager, LIC, Eastern Zonal Office reserves the right to alter , amend , modify or cancel/ *reject any or all terms and conditions at any point of time without assigning any reason whatsoever* .

16. For any dispute regarding empanelment, decision of the Zonal Manager, LIC of India, Eastern Zone shall be binding for all.

Regional Manager (OS)  
LIC of India  
Eastern Zonal Manager  
Kolkata.